

Building a Foundation for a Career in Communications



A HAMILTON EDUCATION is designed to prepare you for a lifetime of personal and professional achievement and satisfaction. Through your coursework and activities, you will develop a broad base of knowledge and skills to prepare you for a variety of career opportunities. However, you will need to take initiative to explore career options and develop career-specific skills. Obtaining an internship is one of the best ways to build a foundation for your career.

Most formal internships are competitive; you should view your first two years at Hamilton as a time to gain career-related experiences to make yourself marketable for a competitive internship following your junior year. Career-related experiences can take place during the academic year as well as during the summer. Your initial summer opportunities will most likely be unpaid, located close to your home, and with a small to medium-size organization. The following are types of organizations and departments you might consider contacting:

- ▶ Advertising agency (local)
- ▶ Chamber of commerce/tourism office
- ▶ College, university or private school
- ▶ Community newspaper
- ▶ Corporate communications department of local company
- ▶ Hospital communications department
- ▶ Local city, town, county or state government office
- ▶ Nonprofit organization (i.e., cultural, historic society, human services, environmental)
- ▶ Political campaign or local office of elected representative
- ▶ Radio station
- ▶ Regional magazine
- ▶ Summer fair, festival or performing arts venue

Hamilton

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The chart on the right identifies tasks in each of three educational areas. They are progressive, and we strongly recommend that you begin this process during your first two years at Hamilton.

Career-Planning Tasks

The Career Center offers personalized and comprehensive services to help you with the career-planning process.

Career-Related Experience

It is important that you be actively involved on campus as well as use your summers to develop career-related skills and experience.

Academic Preparation

Select courses, a concentration and electives that help you develop creative, critical thinking, writing and speaking skills as well as skills specific to a career in communications.

Photos from left: Laurel Symonds '10 (right) with mentor Caroline Abbey '06 at Bloomsbury USA, a publishing firm in New York City; Josh Huling '05, who investigated using cellphones as an effective mass communications tool; Vanessa Cruz-Santana '10 interning at KDOC-TV in Orange County, Calif.

	Career Planning Tasks	Career-Related Experience	Academic Preparation
1	<p>Meet with a career counselor.</p> <p>Write a résumé.</p> <p>Attend career information sessions.</p> <p>Identify potential career-related experiences.</p>	<p>Become active on campus (i.e., <i>The Spectator</i>, WHCL, <i>The Continental</i>, Campus Activities Board).</p> <p>Volunteer/intern during the summer in your home area (see options on reverse side).</p>	<p>Explore a variety of academic courses.</p>
2	<p>Learn about specific career options in communications using resources such as, <i>Spotlight On Careers</i>, <i>Facts On File</i>, and informational meetings with professionals working in communications.</p> <p>Update résumé.</p> <p>Develop a prospect list of potential sites for gaining career-related experience during the summer.</p>	<p>Continue your involvement with campus organizations, assuming leadership roles.</p> <p>Obtain a career-related experience during the summer in your home area.</p>	<p>Choose a concentration and elective courses that enhance communications-related skills and knowledge, such as:</p> <ul style="list-style-type: none"> ▶ Writing-intensive courses ▶ Public-speaking courses ▶ Communications theory ▶ Media Form & Theory ▶ Organizational Communication ▶ Social History of Advertising
3	<p>Secure a competitive career-related experience during the summer of your junior year.</p>		